*Academic Development Program & Office of Residence Life and Housing Services*

*West Chester University of Pennsylvania*

**Peer Assistant REFERENCE FORM**

**Summer 2017**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 FIRST MIDDLE INITIAL LAST

I understand my right under the Family Educational Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to the Peer Assistant Selection Process.

I do \_\_\_ I do not \_\_\_ waive my right to review this recommendation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF APPLICANT DATE

**Reference Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For each item listed below rate the candidate’s abilities as:**

**(4) Highly Effective** ‐ Consistently exceeded expectations.

**(3) Effective** ‐ Consistently met expectations.

**(2) Inconsistent** ‐ Did not consistently meet expectations.

**(1) Not Effective** ‐ Consistently below expectations

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|   | The candidate is punctual.  |
|   | The candidate has the ability to conduct themselves in a professional manner.  |
|   | The candidate has the ability to express themselves in both oral and written form.  |
|   | The candidate has the ability to work well with others using a collaborative approach.  |
|   | The candidate has the ability to take directives from their supervisor. |
|   | The candidate has the ability to uphold and enforce university policies. |
|   | The candidate has the ability to socialize in new situations with ease.  |
|   | The candidate has the ability to ask for help when needed. |
|   | The candidate has the ability to understand other people’s perspective. |
|   | The candidate has the ability to include students that are completely different from them.  |
|   | The candidate has the ability to resolve conflict without “drama”. |
|   | The candidate has the ability to maintain a positive attitude even when things are not going well.  |
|   | The candidate has the ability to handle emergency situations effectively (will be trained on this)  |
|   | The candidate has the ability to complete administrative responsibilities in a timely fashion.  |
|   | The candidate has the ability to establish personal boundaries. |
|   | The candidate has the ability to be an effective role model for his/her peers. |
|   | The candidate has the ability to be viewed as a leader. |
|   | The candidate has the ability to empathize with peers. |
|   | The candidate has the ability and desire to HELP peers in every situation. |
|   | The candidate has the ability to maintain confidentiality |
|   | The candidate has the ability to use time wisely and plan ahead. |

**ADDITIONAL COMMENTS:**

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| PRINTED NAME:  |
|  SIGNATURE & DATE:  |
|  CONTACT PHONE NUMBER:  |